

BROOKLAND PARISH COUNCIL

[DRAFT – to be accepted at the next meeting]

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MINUTES 95

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 19 September 2011 at 7.15 pm

PRESENT: Mr C Hill (Chair), Mrs K Coleman, Mr Hyman and Mr N Knight

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLOR:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were no Members of the Public present.

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

i) Updating of Declarations of Interest for the Code of Conduct

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

3. ACCEPTANCE OF MINUTES

Minutes 94 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Knight Seconded Mr Hyman

4. PARISH COUNCIL WEBSITE

The website is now included in the British Library Web Archive Project.

5. MATTERS FOR REPORT FROM PREVIOUS MEETING

There were no Matters Arising that were not covered on the agenda

6. PUBLIC INTERVAL

There were no members of the Public in attendance.

7. CHAIRMAN'S REPORT

Please see attached.

8. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**Correspondence**

Sovereign

New Romney Town Council

SDC Shepway Core Strategy

Sandgate Parish Council

Rural Homes

SDC Consultation on the Proposed Submission Core Strategy

Cinque Port Town of New Romney – New Romney Mayors Fund Raising Trafalgar Day Dinner

Royal Horticultural Society

SDC Local Development Framework: Representations on the Core Strategy proposed submission document

Mr and Mrs Hews

KALC Finance Conference 2011

Marie Curie Cancer Care

KCC Consultation on KCC's Countryside Access Improvement Plan – review 2012

Clerk and Councils Direct

Email Correspondence

Mr Hyman did not bring any emails to the attention of the Council.

Finance**Bank Reconciliation****Balance per Cash Book**

Opening Balance 16876.68

Add Receipts 5751.30

22627.98

Less Payments 4299.26**18328.72****Balance at Bank**

Current Account 16083.08

Less unrepresented cheques 1287.03

14796.05

Reserve Account 3314.30

War Bonds 218.37**18328.72****Received this month:-**

Firmager Funeral Service Ltd £50.00 Application for memorial

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary and Expenses	375.80		375.80
The Post Office	Mrs Batt – Income Tax	118.20		118.20
M Coleman & Son	Grass Cutting	580.00		580.00
Audit Commission	Audit Fee 2011	135.00	27.00	162.00
SDC	Election Fees and Charges	51.03		51.03
TOTAL		1260.03	27.00	1287.03

Resolution: Councillors unanimously agreed to pay the above accounts.

Earmarked Monies

	Balance 18 July 2011	+/- Sept	Balance 19 Sept 2011
Youth Area Expenses	1928.28		1928.28
Bus Shelter	1000.00		1000.00
B Team	NIL		NIL
B Team Rent	NIL		NIL
Youth Area Rent	300.00		300.00
Wall Memorial	600.00		600.00
Notice Board	2500.00		2500.00
Cemetery Maintenance	4079.53		
Grass Cutting		-580.00	3499.53
Election Expenses	1500.00	-51.03	1448.97
TOTAL	11907.81	631.03	11276.78

Adoption of Externally Audited Accounts

The Annual Return has been received back from the District Auditor with no Matters Arising. The Completion of Audit Notice and a copy of the accounts have been posted on the notice board.

Resolution: Councillors unanimously agreed to adopt the Externally Audited Accounts**Insurance – Self Insured Assets**

The Council does not self insure any assets.

Risk Assessment/Risk Inspection

Mr Hill and Mr Hyman completed the Risk Assessment and reported that no action was required by the Council.

Purchase of new Notice Board

Deferred until October.

Clerk's Contract of Employment

Resolution: Councillors unanimously agreed the Clerk's Contract of Employment and Mr Hill and Mrs Batt signed it.

Review of Documents by the Finance and Policy Committee

Mr Hill reported that Councillors had reviewed the documents and all was in order.

9. CEMETERY**Review of Cemetery Fees**

Deferred until October.

Request for a Memorial

Councillors unanimously agreed to a parishioners request to erect a memorial in memory of her late husband.

Request for Kerbing

Councillors unanimously agreed to a request to place kerbing around a reserved grave space.

10. YOUTH AREA

The Clerk was asked to contact Monster Play Systems and ask them to come and carry out the repairs listed in the Digley Annual Report.

11. PLANNING

Please see attached list.

12. COMMUNITY SAFETY

PCSO Connolly was unable to attend the meeting, but Mr Hill reported that he had had a meeting with him to discuss the vandalism. Mr Connolly had suggested installing a CCTV camera and said he would ask a colleague to contact the council to discuss this.

Mr Hill gave Mr Connolly and Mr Clifton-Holt a copy of the discussion.

13. DISTRICT COUNCILLORS REPORT

No one from SDC was in attendance.

14. COUNTY COUNCILLORS REPORT

No one from KCC was in attendance.

**15. VILLAGE RESPONSIBILITIES
Matters Arising from the Round Robin**

There were no matters arising.

Village Hall

The Clerk advised councillors to obtain a copy of the Village Hall accounts and latest bank statement. Mr Hill will contact the Treasurer.

Items to be reported to the County Lengthsmen

Nothing to report

16. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

Nothing to report.

There being no other business the meeting closed at 8.59 pm.

Signed Dated
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2011

DECISION TAKEN AT MEETING HELD ON 19 SEPTEMBER 2011

Y11/0758/SH Mr H Erskine, Lambert Cottage, High Street, Brookland,
Romney Mars, Kent TN29 9QR
Listed Building Consent to replace four timber single glazed sashes with
double glazed sashes
Parish Council: Support

CHAIRMAN'S REPORT

Unfortunately during the past few months, our village has been the subject of mindless vandalism resulting in costly repairs to remedy the damage which has been done. It has also been necessary to have extensive electrical replacement and maintenance work carried out in order to qualify for a mandatory Electrical Safety Certificate. This work is nearing completion and when it is finished the interior of the hall will be decorated, all of which is a considerable drain on the Village Hall Committee's financial resources.

Brookland Parish Council is still operating with four councillors, all of whom agreed in May 2011 to serve for another term in office. There is a vacancy for one more councillor who can be co-opted, therefore if you feel that you would be interested in serving your local community and possibly have ideas or experience to contribute, we would be very pleased to hear from you.